# DOE Universal Catalog
# Catalog Service Provider (CSP) Guide
# and Worksheets

**Developed by the
Office of Training & Human Resource Development (HR-31)
in support of the
Department's Corporate Approach to Training Initiative**

**March 3, 1997**

# Table of Contents

# DOE Universal Catalog
## Catalog Service Provider (CSP) Guide
## and Worksheets

## Purpose:

The DOE Universal Catalog is being established as part of the Corporate Approach to Training (Strategic Alignment Initiative #44). The intent of the Catalog is to provide a constantly current data source that Federal employees, contractor employees, and training managers and developers within the Department of Energy (DOE) can use to find courses throughout the DOE complex that they might need:

- to complete individual development plan requirements,
- to request rights to review and possibly copy for internal use,
- bring to their location (e.g. request instructors to travel),
- to serve as the basis for new consolidated, complex-wide training courses, and
- eliminate course development duplication.

A key distinquishing characteristic of the catalog is that the data it contains is "guaranteed fresh" in that the owners of the data (you) are at each site, and must update or re-publish the catalog at least monthly. Previous catalog efforts have not included this requirement for monthly updates and have quickly become out-of-date. A second key characteristic has been the establishment of DOE-wide standards for the use of a pre-defined set of required fields which must contain valid data for a course record to be included in the catalog.

This guide will help you understand the standards that have been established for the required fields, as well as the recommended and optional fields. It will also describe the format that your data must be in for import into the Catalog. You will be required to create an export routine from whatever database or system you might be currently using to export your data into this precise format. This should be a one-time task and we, the UNICAT support team comprised of HR-31 and the Idaho National Engineering and Environmental Laboratory (INEEL) Center for Performance Improvement, will be most happy to consult with you and help you test your routines. For those of you who do not have your data in an electronic database, we have created the PC UNICAT software which you can download from the Clearinghouse for Training, Education, and Development (CTED) Home Page (http://cted.inel.gov/cted go to Universal Catalog and follow the instructions for downloading PC UNICAT). This Windows 3.1 and above compatible program automatically exports in the correct format.

Once your data is ready for trial inclusion in the catalog, we will work with you closely to ensure that there are no missing required fields and that your export file is in the correct format. As you get your export routine working properly and are reading to have your catalog officially accepted, we will provide you with a private FTP inbox on the CTED server to place your files. If you are unfamiliar with FTP we will walk you through the steps to ensure that you are trained and comfortable. If you do not have an Internet connection or cannot FTP from your site for some reason, we will work out an alternate mechanism for getting your monthly refresh. If you do not have an electronic connection (email and FTP as a minimum), we would strongly encourage you to get one as soon as possible.

We can accept updates to your site catalog as often as you make them. Right now we are capable of refreshing the catalog on a daily basis and may soon be able to support an almost instantaneous update upon receipt of any new data. As our updating routines check the dates of the files you send us, we will send you automatic reminder notices prior to the end of the month' time. Eventually, if you do not update your exported files on our server we will be required to drop you from the catalog until we receive a new file. This is in the interest of the Department as a whole and the need to focus on current information in the catalog. We will make every effort possible to remind and help you get your export files in place each month so you will not be dropped.

This monthly refresh mechanism has been nick-named the "Milk Run" and is what makes the DOE Universal Catalog a living, viable, worthwhile catalog.  Please ensure that your internal processes are set up to support this at-least-monthly refresh requirement.  The remainder of this guide is to help you prepare your local catalog for inclusion in the DOE Universal Catalog.
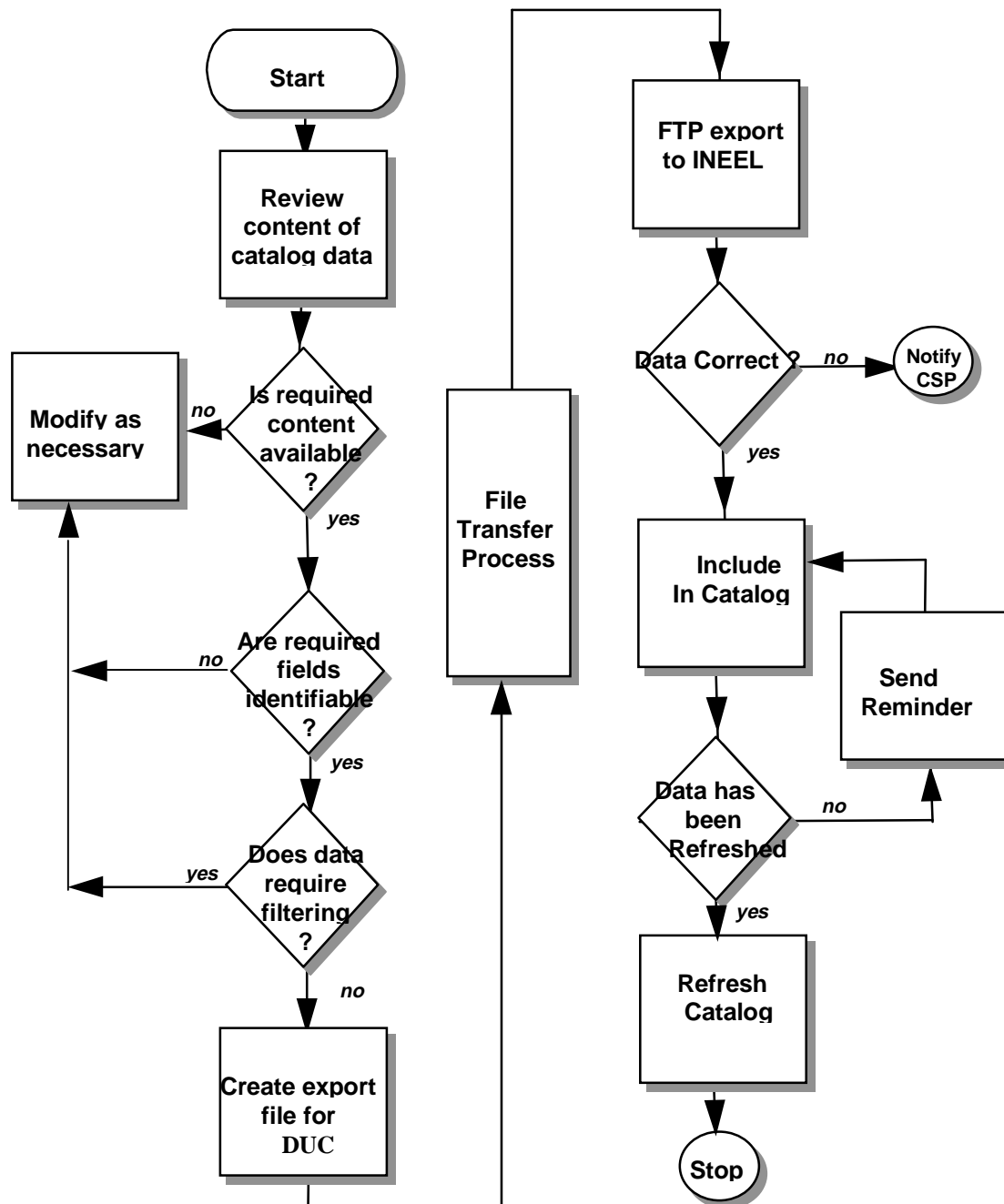
# Figure 1. DOE Universal Catalog Creation Steps



**Figure 1**

## Process Description:

Figure 1, above, shows the process flow from the Catalog Service Provider (CSP) point-of-view. Refer to this flow chart as you read through the following step descriptions.

### *Step 1:     Ensure Data Availability*

This phase involves ensuring that your catalog (database) contains the information required to be a part of the DOE Universal Catalog. (If you do not have an electronic database of any kind, you will need to build one or you might consider using the one built specifically for sites like yours, using the PC UNICAT software that is available online as described in the Purpose section above. ) The field requirements are defined in the "DOE Universal Catalog Field Requirements" (Attachment E). The question that you need to answer is:

> **Does my catalog contain the necessary information for the required fields in the DOE Universal Catalog, and, what will it take to create an export file in the format shown in Attachment A, export example**?

Here are some questions to help you answer this question:

1-1. Does my catalog contain all of the required fields? (If no, go to question 1-3.)

1-2. If my catalog has the required information, but it is not separated into the required fields as shown in the Field Definitions List, can the field be parsed (separated)?
- can this be done automatically using something that is constant in the field (e.g., subheadings or titles)?
or
- will this have to be done manually?

1-3. If a required field(s) and information is missing, what will it take to populate the necessary field(s)?
- default value (Can the information be supplied automatically by using a default value; if so, what will the default value be?)
or
- manual input  (Does the information need to be input manually (i.e.., one record at a time); if so, who will supply the information, and who will input it?)
or
- automated input (Can the information be supplied automatically (i.e., by using a value from another field?  If so, what would the other field be and what is the logic here?)

1-4. If a required field(s) and information is missing, what will it take to create the necessary field(s)?
- should my existing database be altered to contain this new field?
or
- should only the output file only be altered to contain the new field?

## *Step 2:    Filter Information/Records*

This step involves ensuring that the output (the export file) from your catalog (which will be used as input to the DOE Universal Catalog) does not contain any information that should not be included in the Universal Catalog. The Universal Catalog will be open for public access unless determined otherwise by the Technical Advisory Group.

The question that you need to answer is:

> **If there is information in my catalog that should not be included in the Universal Catalog, how will I ensure that it not be included?**

Here are some questions to help you answer this question:

2-1. Does my catalog have data that must be filtered before it can be sent to the Universal Catalog?
2-2. Do I have a way to filter the data now (using a flag or other device)?
2-3. What would it take to create another field that could be used as a filter flag?
2-4. How long would it take for someone to screen and filter the necessary data?
2-5. What type of review process will I use to ensure that only acceptable data is sent to the DOE Universal Catalog?

## *Step 3:    Formatting the Output File*

This step involves getting the data from your catalog into an acceptable format which can eventually be read into the DOE Universal Catalog data. Attachment A, Example Export File, in ASCII Delimited Format, shows a printout of a single catalog record.

The question that you need to answer is:

> **How will I create an output file (ASCII delimited) that contains the DOE Universal Catalog fields.**

Here are some questions to help you answer this question:

3-1. Can my software create an ASCII file output?
3-2. How is my catalog information stored?
      hard copy only
      word processed software (application name and version: _____)
      database application (application name and version: _____)
3-3. How often does my catalog data change?  (Export needs to be run at least monthly.)
3-4. How often (if more than monthly) will my catalog data require an update for posting in the Universal Catalog?
3-5. How can I generate the ASCII output file on a regular basis?

Note:  The INEEL will work with you in ensuring that your ASCII export file is correctly formatted and that it will import smoothly into the Universal Catalog.

*Step 4:    FTP Export File to the INEEL for inclusion in Universal Catalog*

This step involves some coordination between you and INEEL  It starts with getting the export file from your catalog to the location that the INEEL has pre-assigned for you on the CTED server.  You will need to FTP your file to a private subdirectory on that server.  The INEEL will provide you with a password and detailed instructions for getting your files there.  If you do not have FTP capabilities, the INEEL will work with you to set up an alternate approach until you can get FTP.   This is a very straightforward activity that will take only a few minutes.

The question that you need to answer is:

**How will I send my catalog export to INEEL for inclusion in the  DOE Universal Catalog?**

Here are some questions to help you answer this question, and begin thinking about this step:

4-1. Can I use file-transfer-protocol (FTP) to the send my files to the INEEL CTED ftp site?  (Do I have access to my export file, ftp software, and the Internet?)
4-2. If I do not have FTP capabilities, do I have email and the ability to attach files?  (Can I email the export file to Mike Markham at the INEEL.?  Mike's email address is  Mikem@inel.gov).

**Note:  Attachment C contains a fax sheet that you should complete and send to INEEL.  This fax sheet contains administrative information that INEEL will need when working with your catalog data.**

*Step 5:    FTP Monthly (at least) Updates of the Export File to the INEEL*

This step involves updating your export file on the CTED server  at least once a month.

The question that you need to answer is:

**How will I refresh my catalog export file and place in on the CTED server at the INEEL each month (or more often)?**

Here are some questions to help you answer this question:

5-1. Can I establish a trigger so that whenever my local catalog changes, my database automatically creates a new export file, can a batch process be set up on a timer to export each month, or do I need to manually regenerate it at least monthly?
5-2. Can I set up an automatic process to FTP my refreshed export file to the CTED server at the INEEL whenever it is created or do I need to manually FTP it each month?

**Attachment A,**
Field Values for Open Availability, Course Delivery Setting, Site Specific Information, and Subject Area

**Attachment B,**
Example Export File, in ASCII Delimited Format

**Attachment C,**
CSP Worksheet/Diary

**Attachment D,**
Administrative Information Fax Sheet

**Attachment E,**
DOE Universal Catalog Field Requirements

Attachment A.

| Table A-1. Field Values for OPEN AVAILABILITY (field #7) | | |
|---|---|---|
| Code | Titles | Examples |
| Y | Yes | Open |
| | | Available |
| N | No | Not open |
| | | Closed to personnel from off-site |
| | | Not available to all personnel |

| Table A-2. Field Values for COURSE DELIVERY SETTING (field #12) | | |
|---|---|---|
| Code | Titles | Examples |
| I | Instructor-Led | Lecture class |
| | | Group discussion |
| | | |
| S | Self-Study | Study Guide |
| | | Computer-based training |
| | | |
| O | On-the-Job Training | Apprenticeship |
| | | |
| | | |

| Table A-3. Field Values for SITE SPECIFIC INFORMATION CONTAINED (field #28) | | |
|---|---|---|
| Code | Titles | Examples |
| Y | Yes | Contains all site specific information |
| | | Contains some site specific information |
| N | No | Contains no site specific information |
| | | Contains information applicable to more than one site |
| | | |

| Table A-4. Field Values for SUBJECT AREA (field #15) | | |
|---|---|---|
| **Code** | Titles | **Examples of Subject Area Contents** |
| **ADM** | Administration, Orientation, & Awareness | EEO |
| | | AIDS Awareness |
| | | Sexual Harassment |
| | | Ethics |
| | | Legal & Legislative Affairs |
| | | Personnel & Human Resource Management |
| **ENG** | Engineering Sciences | Civil/Structural Engineering |
| | | Construction Management & Engineering |
| | | Material Sciences |
| | | Thermodynamics |
| | | Petroleum Engineering |
| | | Electrical Engineering |
| | | Instrumentation & Control |
| | | Mechanical Engineering |
| | | Problem Analysis & Risk Assessment |
| | | Heat Transfer & Fluid Flow |
| | | Chemical Engineering |
| **ENV** | Environmental | Environmental Management (General Technical Base) |
| | | Environmental Engineering |
| | | Environmental Sciences |
| | | Environmental Compliance |
| | | Environmental Restoration |
| | | Waste Management |
| **MGT** | Management | Finance & Budgets |
| | | Contracts & Procurement |
| | | Accounting |
| | | Property Management |
| | | Program & Project Management |
| | | Quality Assurance (General Technical Base) |
| | | Quality Assurance & Quality Control |
| | | Quality Management |
| | | Risk Management |
| **NUS** | Nuclear Safety | Criticality Safety |
| | | Documentation & Evaluation (General Technical Base) |
| | | Documentation |
| | | Nuclear Issues |
| **NTP** | Nuclear Theory Processes & Systems | Nuclear Physics (General Technical Base) |
| | | Spent Fuel |
| **NUW** | Nuclear Weapons | Nuclear Fuel Cycle |
| | | |
| | | |
| | | |
| | | |
| | | |
| **OVR** | Oversight | Conduct of Assessments |
| | | Conduct of Operations (General Technical Base) |

| Table A-4. Field Values for SUBJECT AREA (field #15) | | |
|---|---|---|
| Code | Titles | Examples of Subject Area Contents |
| | | Maintenance Management |
| | | Orders & Regulations |
| | | Conduct of Operations |
| | | Facility Management |
| | | Evaluation |
| PSM | Physical Sciences & Mathematics | Chemistry |
| | | Radiological Fundamentals (General Technical Base) |
| | | Biology |
| | | Physics |
| | | Mathematics |
| PRO | Professional Development | Supervisory Skills |
| | | Executive Skills & Development |
| | | Administrative Career Skills |
| | | Personal Development Skills |
| | | Computer Skills Training |
| | | Technical Training |
| | | Systematic Approach to Training |
| | | Training Development & Design |
| | | Technical Communication |
| | | Administrative Communication Skills |
| | | Presentation Skills |
| | | Interpersonal Skills |
| | | Team and Communications Skills |
| | | Telecommunication |
| S&S | Safeguards & Security | General Technical |
| | | Regulatory |
| | | Administrative |
| | | Management Assessment & Oversight |
| SAF | Safety & Health | Industrial Safety(General Technical Base) |
| | | Emergency Management |
| | | Fire Protection |
| | | Industrial Hygiene |
| | | Occupational Safety |
| | | Hazardous Materials & Operations |
| | | Radiation Protection |
| | | Transportation & Packaging |
| | | Accident Investigation |
| | | Health Physics |
| TTR | Technology Transfer | Licensing |
| | | Privatizing |
| | | Cooperative Research & Development |
| | | Economic Development |

# Attachment B Example Export File, in ASCII Delimited Format

CS7488
|New Visions Leadership Program
|This is a description of this course.  It describe the topics, modules, or outline,  covered by the course.  This also refer to downloadable materials, web-site resources with either:
1) instructions, labels, and URL of sites, or
2) instructions to contact organizational POC to get instructions for access.
This course includes material that is copyrighted.
|Susan Smith
|(123)456-7890
|XYZ Site
|Y
|Sara Smith
|(123)456-9764
|$50.00 per student
|Classroom Seminar
Study-Guide
|Instructor-Led
|20 hours
|06/05/1995
|SUP,PST
|Supervisors or work team leaders ; should have at least 6 months of recent experience in direct supervision or team leader  responsibilities
|40 CFR 264.16
OSHA Reg  330
|Oak Ridge, TN
|The goal of this course is to prepare supervisors and work team leaders to ....
The objectives for this course are...
|Audiovisual resources
|3 CEUs
|SusanSmith@site.gov
|(123)456-1234
|Must have at least 6 months of supervisor experience within the past year.
|
|
|Quarterly
|No
|Multiple-choice test,
Non-graded quiz,
Workgroup scenario-based case studies.
|http://site.gov/courses/cp101.htm][List of self-study scenarios used in New Visions workshop
|
|~

Paragraph breaks within a field will be replaced with the hypertext markup language (HTML) paragraph break symbol (<p>).

In this example, the description field will be displayed in four  html paragraphs.

For fields with multiple values for a pick list, use a comma to separate entries.

Use this set of brackets ][ to separate the URL from the link name.

A line with nothing but a
|
shows  recommended or optional field is empty.

In this example, the |~ is used to signal the start of a new record.  This is the record delimiter.

Notice that the fields are ordered according to the chart shown on the next page, and the revised DOE Universal Catalog Field Requirements (July 97).   In this example, the field delimiting characters are the line break and pipe symbol (|).  The tilde (~) and pipe (|) , shown once at the top of the record, represent the record delimiter.  You may use these characters or specify any other unique character(s) as your delimiters.  Do not use the carret (^) in either of your delimiters as it can represent a control function.

***This is the order in which we would like to receive the data.***

| Field Name | Example Data |
|---|---|
| 1. **Course Number** | CS7488 |
| 2. **Course Title** | New Visions Leadership Program |
| 3. **Course Description** | This is a description of this course.  It describe the topics, modules, or outline,  covered by the course. This also refer to downloadable materials, web-site resources with either: <br> 1) instructions, labels, and URL of sites, or <br> 2) instructions to contact organizational POC to get instructions for access. <br><br> This course includes material that is copyrighted.. |
| 4. **Facility Contact: Person's Name** | Susan Smith |
| 5. **Facility Contact: Phone Number** | (123)456-7890 |
| 6. **Facility Contact: Sponsoring Organization** | XYZ Site |
| 7. **Open Availability (flag)** | Y |
| 8. **Registrar Contact: Person's Name** | Sara Smith |
| 9. **Registrar Contact: Phone Number** | (123)456-9764 |
| 10. **Course Fee** | $50.00 per student |
| 11. **Course Delivery Method(s)** | Classroom Seminar <br> Study-Guide |
| 12. **Course Delivery Setting** | Instructor-Led |
| 13. **Course Length** | 20 hours |
| 14. **Date of Development/Last Revision** | 06/05/1995 |
| 15. **Subject Area** | SUP,PST |
| 16. **Target Audience** | Supervisors or work team leaders ; should have at least 6 months of recent experience in direct supervision or team leader  responsibilities |
| 17. **Training Driver** | 40 CFR 264.16 <br> OSHA Reg  330 |
| 18. **City, State** | Oak Ridge, TN |
| 19. **Course Goals/Objectives** | The goal of this course is to prepare supervisors and work team leaders to .... <br> The objectives for this course are... |
| 20. **Course Resources** | Audiovisual resources |
| 21. **Credits** | 3 CEUs |
| 22. **Facility Contact: Person's E-Mail** | SusanSmith@site.gov |
| 23. **Facility Contact: Person's Fax** | (123)456-1234 |
| 24. **Prerequisites** | Must have at least 6 months of supervisor experience within the past year. |
| 25. **Registrar Contact: Person's E-Mail** | |
| 26. **Registrar Contact: Person's Fax** | |
| 27. **Scheduling Frequency** | Quarterly |
| 28. **Site Specific Information Contained** | No |
| 29. **Student Evaluation Method** | Multiple-choice test, <br> Non-graded quiz, <br> Workgroup scenario-based case studies. |
| 30. **URL** | http://site.gov/courses/cp101.htm |
| 31. **Catch-All** | |

Attachment C.

| **DOE Universal Catalog** <br> **Catalog Service Provider (CSP) Worksheet/Diary** | |
|---|---|
| **CSP ID:** | **CSP Name:** *(Title for Source Name, Field #33)* |
| **INEEL Point-of-Contact:** | **CSP Technical Point of Contact:** *(Name and Phone)* |
| **Estimated Number of Records in Catalog:** | **CSP Content Point-of-Contact:** *(Name and Phone)* |
| **Delimiters Used for Field:** \_\_\_\_\_  **Record:** \_\_\_\_\_ | **CSP Data File Name on DUC FTP Site:** |
| **CSP Data Transfer Method:** <br> [ ] ftp to DUC <br> [ ] ftp from CSP Site <br> [ ] e-mail attachment <br> [ ] other: _____ | |

**Diary:**

| Date: | #Hours | Comments: |
|---|---|---|
| | | |
| **Total Hours:** | | |

| **CSP ID:** | **Page \_\_\_\_\_** |
|---|---|

| Date: | #Hours | Comments: |
|-------|--------|-----------|
| | | |
| **Total Hours:** | | |
| | | **Page _____** |

**Link Diary:**

Attachment D.

# Fax Cover Sheet

**DATE:** _____

**TO:**   MIKE MARKHAM     **PHONE:**   (208) 526-4491
          INEEL             **FAX:**     (208) 526-9650

**FROM:** _____   **PHONE:**   _____
          _____   **FAX:**     _____

**RE:**   DOE UNIVERSAL CATALOG

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**Catalog Service Provider Name:** _____

> Provide the name, or title, that will be identified with the catalog data that you provide.  Catalog users will be able to search the Universal Catalog by Catalog Service Provider Name.  Please provide the name that you wish to use for your data.  (Ref: DOE Universal Catalog Field Requirements, Field #33.)

**Technical Point of Contact:**      _____

**Phone Number:**                    _____

> Please provide us with the name of the person(s) to contact for issues dealing with file format and the transfer of the file to the Universal Catalog.

**Information Point of Contact:**    _____

**Phone Number:**                    _____

> Please provide us with the name of the person(s) to contact for issues dealing with catalog content.

**Delimiters Used in ASCII File:**

> Field Delimiter Character:     _____
>
> Record Delimiter Character:    _____

Attachment E.

# DOE Universal Catalog
# Field Requirements

**Contents:**  The DOE Universal Catalog field requirements are described in two parts (attached): the field list and the field definitions.  The field list presents, on a single page, the field names and information about how the information will be used when a user searches the catalog on the web.  The field definitions describes more information about each field to provide standardization as necessary.

**Purpose:**  This requirements document will be used as the guide for the development of the universal. Individual CSPs should use this requirements document to determine the amount of development needed to conform to the Universal Catalog standards.  The CSP and INEEL will use this document to develop a cross-reference table to match a CSP field to the Universal Catalog field where the name of the field differs but the content is the same.

**Universal Catalog Field List**:  The first column, **Field Name**, lists the field names grouped according to presence criteria (required, required conditional, recommended, and optional).  The second column, **Field Definition Reference**, provides a quick reference to the row in the Field Definitions document for that field.  The third column, **Searchable from Home Page**, shows an "S" for those fields where the user will be able to input search criteria from the web home page.  The fourth column, **Searchable from a Pick List**, shows a "P" for those fields where the data contents is limited to a predefined text value.  This is necessary in order to provide the user with a pick list when searching.  (The Field Definitions document lists the values available for the fields that will use this type of search.)  The fifth column, **May Have Thesaurus-Help**, identifies those fields where a thesaurus is planned for inclusion in the help system.  The thesaurus can provide the user with synonyms appropriate for the specific field. The sixth column, **Notes**, refers you to a specific explanatory note at the bottom of the field list page.

**Universal Catalog Field Definitions:**  Each field in the Universal Catalog contains a row in this table that defines the field, provides examples, identifies the data type, and tells whether the field is required, required based on certain conditions, recommended, or optional.  The fields are presented in groups, identified as such:

Group A:  Basic Catalog Fields. These fields are slated for inclusion in the DOE Universal Catalog.  Each CSP providing data for inclusion to the Universal Catalog must contain all required fields (although they may have a different name).  Recommended fields are suggested but not required.  The optional fields are those found in several catalogs but are not required.

Group B: Future "Sessions" System Fields. The fields included in this group are the initially proposed set of fields (subject to further analysis and review) to be included in a scheduling and registration system that will also be available through the Clearinghouse for Training Education and Development (CTED) Home Page and which will interface seamlessly with the Universal Catalog.

Group X: Deleted Fields.  The fields in this group were deleted from the field list at one of the design/requirements workshops and meetings.  Deleted fields are moved to this group and the reason why is noted.  This is intended to provide background information for future decisions.

Note:  A separate Technical Qualification Program (TQP) database is being developed by HR which will also be available through the CTED Home Page and which will interface seamlessly with the Universal Catalog. When this database becomes available and is joined through database technology to the  Catalog, users will be able to search the Catalog for Lead Site approved courses, link to competencies, and actual resources.

A Change History list at the end of the Field Definitions document provides a summary of the major changes made during the development of this requirement document.

| DOE Universal Catalog Field List | | | | | |
|---|---|---|---|---|---|
| **Field Name** | **Field Definition Reference** | **Searchable from Home Page** | **Searchable from a Pick List** | **May Have Thesaurus-Help** | **Notes (see below)** |
| **Required Fields:** | | | | | |
| Course Number | 1 | S | | | |
| Course Title | 2 | S | | | 3 |
| Course Description | 3 | S | | | 1,2 |
| Facility Contact: Person's Name | 4 | | | | |
| Facility Contact: Phone Number | 5 | | | | |
| Facility Contact: Sponsoring Organization | 6 | S | | | |
| Open Availability (flag) | 7 | | P (or check box) | | 4 |
| | | | | | |
| **Required Conditional Fields:** | | | | | |
| Registrar Contact: Person's Name | 8 | | | | 3 |
| Registrar Contact: Phone Number | 9 | | | | 3 |
| | | | | | |
| **Recommended Fields:** | | | | | |
| Course Fee | 10 | | | | |
| Course Delivery Method (s) | 11 | S | | T | 2 |
| Course Delivery Setting | 12 | S | P | | 4 |
| Course Length | 13 | | | | |
| Date of Development/Last Revision | 14 | | | | |
| Subject Area | 15 | S | P | | 4 |
| Target Audience | 16 | S | | T | 2 |
| Training Driver | 17 | S | | T | 2 |
| | | | | | |
| **Optional Fields:** | | | | | |
| City, State | 18 | S | | | |
| Course Goals/Objectives | 19 | S | | | 1 |
| Course Resources | 20 | S | | T | |
| Credits | 21 | | | | |
| Facility Contact: Person's E-Mail | 22 | | | | |
| Facility Contact: Person's Fax | 23 | | | | |
| Prerequisites | 24 | | | | |
| Registrar Contact: Person's E-Mail | 25 | | | | |
| Registrar Contact: Person's Fax | 26 | | | | |
| Scheduling Frequency | 27 | | | | |
| Site Specific Information Contained | 28 | S | P | | 4 |
| Student Evaluation Method | 29 | S | | T | 2 |
| URL | 30 | | | | |
| Catch-All | 31 | | | | |

Notes:
1: Would be combined to a single field for searching to prevent user from having to guess which field contains the desired search text; search results would show separated by field.
2: Candidates for inclusion in a "guide to good practice".
3: These fields are conditionally required; if the "open availability" flag is set to yes, these fields are required.
4: See Attachment A, Valid Field Entries for Pick List Options, for list of values that are possible for this field.

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| **GROUP A: Basic Catalog Fields** | | | | | |
| A01 | **1. Course Number** | Provider course number. The course number must be unique for each course within each catalog service provider's data.<br><br>A course prefix will be added to each course in the virtual catalog that identifies the specific CSP. | CS7488<br>CDP101 | varchar(15) | Required |
| A02 | **2. Course Title** | Name or title of the course. | RCRA Personnel Training New Leadership Program | varchar(255) | Required |
| A03 | **3. Course Description** | Open text field in which the provider may fully describe the topics, modules, or outline, covered by the course. This also refer to downloadable materials, web-site resources with either:<br>1) instructions, labels, and URL of sites, or<br>2) instructions to contact organizational POC to get instructions for access.<br><br>This field should also include information about provisions for licensed, copyrighted, or other situations where the course is not site owned/developed. | | text (up to 2,000 characters) | Required |
| A04 | **4. Facility Contact: Person's Name** | The name of the person to contact at this location. | Susan Smith | varchar(60) | Required |
| A05 | **5. Facility Contact: Phone Number** | The telephone number of the person to contact at this location. | (123)456-7890 | varchar(20) | Required |
| A06 | **6. Facility Contact: Sponsoring Organization** | The organization who sponsors, or owns the course. This can also be defined as the organization who can change the course. | XYZ Site<br>ABC Ops Office | varchar (255) | Required |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| A07 | **7. Open Availability (flag)** | Flag to screen out courses that are not available to off-site participants.<br><br>Y= course is available for attendance by off site personnel<br>N= course is not available for attendance by off-site personnel<br><br>(Note: See Attachment A, for list of possible field entries.) | Y<br>N | char (1) | Required |
| A08 | **8. Registrar Contact: Person's Name** | The name of the person responsible for course registration. | | varchar (60) | Required/<br>Conditional<br><br>Required only if the course is available to off-site participants (see Open Availability Flag.) |
| A09 | **9. Registrar Contact: Phone Number** | The telephone number of the person responsible for course registration. | | varchar(20) | Required/<br>Conditional<br><br>Required only if the course is available to off-site participants (see Open Availability Flag.) |
| A10 | **10. Course Fee** | Course tuition and other costs associated with attendance in this course. Examples are: tuition,<br>course materials, registration fees. Do not include participants' travel or per diem.<br><br>Should also include the basis or unit description for the fee (per student or per class/session, per package). | $50.00 per student<br>$2,000.00 per class<br>$50.00 for onsite; $100 for offsite<br>call registrar for info | varchar (255) | Recommended |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| A11 | 11. Course Delivery Method(s) | The instructional delivery method(s) used. List as many as apply. Use descriptions appropriate for the course. Those shown are examples only. | CBT<br>Interactive TV<br>Teleseminar<br>Teleconference<br>Web-Based<br>Study Guide<br>Workbook<br>Classroom Lecture<br>Classroom Seminar<br>Workshop | varchar (255) | Recommended |
| A12 | 12. Course Delivery Setting | The primary mode for delivery. Must be one of the three listed: instructor-led, self-study, OJT.<br><br>(Note: See Attachment A, for list of possible field entries.) | Instructor-Led<br>Self-Study<br>OJT | varchar (15) | |
| A13 | 13. Course Length | Identify how long course lasts in terms of total number of hours.<br><br>If the course is self-paced, provide the average number of hours. | 20 hours<br>40 hours<br>120 hours | varchar (20) | Recommended |
| A14 | 14. Date of Development/Last Revision | Date that the course was either:<br>- developed<br>- revised<br>- reviewed and determined to be current. | 01/03/1994<br>06/05/1995 | date; 4 digit year [stored as varchar (18)] | Recommended |
| A15 | 15. Subject Area | Topical subjects that would be selected from a pick list. Course could be associated with more than one subject.<br><br>(Note: See Attachment A, for list of possible field entries.) | ADM<br>ENG<br>ENV | varchar (255) | Recommended |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| A16 | **16. Target Audience** | Open text field describing the intended audience of the course; could include statements of relevance and purpose. | Material handlers; Newly appointed executive Managers, Supervisors with at least 2 years experience; | text (up to 2,000 characters) | Recommended |
| A17 | **17. Training Driver** | Specific definition of requirements for training such as regulations, CFRs, DOE Orders, OSHA Regulations | 40 CFR 264.16 DOE Order 5500.3A OSHA Reg 330 | text (up to 2,000 characters) | Recommended |
| A18 | **18. City, State** | City where class is usually taught. (Note: A link to the S/R system would provide scheduling details.) | Washington, DC Oak Ridge, TN Cincinnati, OH | varchar(30) | Optional |
| A19 | **19. Course Goals/Objectives** | Open text field in which you may fully describe the course goals and or objectives. | | text (up to 2,000 characters) | Optional |
| A20 | **20. Course Resources** | Special materials and equipment required to teach the course. List as many as apply. Use descriptions appropriate for the course (list shown are examples only). | Web Access Netscape version 2.0 or higher PC Computer (386, 4Mg Ram) Macintosh Computer TV/VCR Lab Equipment Audiovisual resources | varchar 600 | Optional |
| A21 | **21. Credits** | Open text describing any type of credit which may be obtained from successfully completing the course. May also be used to identify any accreditation awarded the course. | 3 CEUs | varchar (255) | Optional |
| A22 | **22. Facility Contact: Person's E-Mail** | Enter the email address of the person to contact at this location. (Note: This e-mail address will be set up as a "mailto" to provide direct access from the web.) | SusanSmith@site.gov | varchar(60) | Optional |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| A23 | **23. Facility Contact: Person's Fax** | The fax number of the person to contact at this location | (123)456-1234 | varchar(20) | Optional |
| A24 | **24. Prerequisites** | Open text field in which you may fully describe the course prerequisites.<br><br>Prerequisites may include skills, education, experience, etc.<br><br>This could also be a prerequisite course(s). | Must have understanding of radiological fundamentals.<br><br>Must have at least 3 years of supervisor experience.<br><br>LLNL-4565<br><br>None. | text (up to 2,000 characters) | Optional |
| A25 | **25. Registrar Contact: Person's E-Mail** | The email address of the person responsible for course registration. | | varchar(60) | Optional |
| A26 | **26. Registrar Contact: Person's Fax** | The fax number of the person responsible for course registration. | | varchar(20) | Optional |
| A27 | **27. Scheduling Frequency** | How often course is normally taught | Monthly<br>Quarterly<br>As needed | varchar (255) | Optional |
| A28 | **28. Site Specific Information Contained** | Indication as to whether the course contains site-specific material.<br><br>If "yes" the course is considered site specific; if "no" the course is considered generic or has such low amounts of site-specific material that it can be easily used by other sites.<br><br>(Note: See Attachment A, for list of possible field entries.) | Yes<br>No<br><br>or<br>Y<br>N | yes/no<br>varchar(1) | Optional |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| A29 | **29. Student Evaluation Method** | A description of how the student's achievement is evaluated (measured) in the course.<br><br>This could include both informal as well as formal (i.e. graded) measurements. If the student is not evaluated, state "none." | Full dress-out exercise, self-evaluation,<br>Multiple-choice test,<br>Non-graded quiz,<br>None, there is no student eval. | varchar (255) | Optional |
| A30 | **30. URL** | The web reference for more information, or downloadable resources. | http://site.gov/courses/cp101.htm | varchar(255) | Optional |
| A31 | **31. Catch-All** | A field that would store information from provider catalogs that cannot be fitted into another field | | text (up to 2,000 characters) | Optional |
| **GROUP B:** | **Future "Sessions" System Fields** | | | | |
| B | **1. Admission Restriction** | Description of registration restrictions | -Must have Q Clearance<br>-Onsite personnel have priority.<br>-Class beginning 4/15/1998 is restricted to onsite only. | | Optional |
| B | **2. Class Size** | Number of students for normal class size. | 8<br>10<br>50<br>100 | | Optional |
| B | **3. Course Number** | | | | Required |
| B | **4. End Date** | | | | Optional |
| B | **5. Enrollment Information** | Specific instructions for enrolling in the course. | | | Optional |
| B | **6. Instructor** | Name of the instructor who is scheduled to teach the course.<br>Could also identify the staff if specific instruction is not assigned. | Pete Jones<br>(staff) | varchar(40) | Optional |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| B | **7. Location** | Field would default to the "City, State" field in catalog data, or could be overridden by info in this table. | | | Required |
| B | **8. Maximum Class Size** | | | | Optional |
| B | **9. Minimum Class Size** | (Number needed to carry.) | | | Optional |
| B | **10. Number Currently Enrolled** | | | | Optional |
| B | **11. Providing Organization** | | | | Required |
| B | **12. Region** | The regional location of where the class session is being offered. (Note: One of the 10 DOE federal regions.) | | | Required |
| B | **13. Registration Deadline** | | | | Optional |
| B | **14. Slots Currently Available** | | | | Optional |
| B | **15. Start Date** | | | | Required |

**GROUP X:  Deleted Fields**

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| C | 1. Lead Site Identifier | A unique identifier that shows that the course has been approved by the lead site.<br><br>(Note: Moved to "deleted" group to prevent the impression that this will be a separate system; see note under Group X on cover page.) | | | |
| C | 2. Related Competencies | Validated info from lead site of competencies that related to this course.<br>(Note: Moved to "deleted" group to prevent the impression that this will be a separate system; see note under Group X on cover page.) | | | Required/ Conditional |
| C | 3. Technical Qualification Program Status | An item selection field that tells if and how this course relates to the DOE Technical Qualification Program.<br>(Note: This field would not be included in the catalog until the TQP relational database in the S/R system was complete and ready for use.) | Not Relevant, Submitted for Review, Validated by Lead Site | | Required/ Conditional |
| x | 4. Alternatives to Taking This Course | (Note: These would be listed in the catalog as another entry and could be described in the description field.) | | | |
| x | 5. Copyright status | (Note: Information about share-ability and copyright status should be included in the Description field or in the course details.) | Y/N | | Optional |
| x | 6. Course Evaluation Method | Participant evaluations of course | | | Optional |
| x | 7. Course Status | Tells whether the course is currently scheduled.<br>(If sessions data is available this would tell the user that the course is scheduled.) | Yes<br>No | | Optional |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| x | 8. Development Method | (catalog specific, include in catch-all if used) | | | Optional |
| x | 9. DOE Department/Office/ Site | The DOE site where the class is held. (Now called "location" under sessions fields.) | | varchar(40) | Optional |
| x | 10. Fed/Contractor | An identifier that denotes whether the course is for federal personnel or contractor personnel. (Will instead be determined by the CSP Source ID.) | Federal Contractor | y/n | |
| x | 11. How Often Course Should Be Taken To Be Current | (catalog specific, include in catch-all if used) | | | Optional |
| x | 12. Institutional Requirements (flag) | (catalog specific, include in catch-all if used) | | | Optional |
| x | 13. Job/Roles Supported by Course | (catalog specific, include in catch-all if used) | | | Optional |
| x | 14. Related Functional Area | (Note: Can be handled in the Related Competencies field under S/R system.) | | | |
| x | 15. Validated for TQP | (Note: Can be handled in the Related Competencies field under S/R system.) | | yes/no | |

## DOE Universal Catalog Field Definitions

| | Field Name | Field Definition | Examples | Data Type | Presence Criteria |
|---|---|---|---|---|---|
| x | **16. Visibility to Offsite** | flag to include the record in the central search, i.e. are others allowed to know it is there?<br><br>(Note: Data that is restricted to onsite only must be screened by the CSP prior to producing data for inclusion in the Universal Catalog.) | | | Optional |

<u>Change History:</u>

11/95 - Initial list of fields developed by SIGATT Central Index Workgroup.

02/96 - Revisions by SIGATT Central Index Workgroup.

4/96 - Revisions and field definitions added by Virtual Catalog Technical Workgroup (ORISE, INEL, EH74, HR)

5/96 - Virtual Catalog Technical Workgroup review: added Catalog Provider Source field and definition;
added Fed/Contractor field to definition list.

5/7/96 - Revisions by Virtual Catalog Technical Workgroup and CSP Workgroup (ORISE, INEL, CTA, LANL, LMES, WSRC, EM-13, FERMCO, DOE-AL, LLNL):
- Combined "cost" and "cost basis" into "course fee";
- Added "course delivery method" and defined as a pick list field;
- Deleted "course level" and  "fed/contractor";
- Added "credits";
- Made "registrar contact: person's name" and "registrar contact: phone number" required conditional based on whether the course was available for delivery;
- Moved "course resources", "open availability", and "schedule frequency" back  into Group A;
- Deleted "course status" and "DOE/Dept/Site";
- Moved "related competencies" into Group C;
- Made "open availability" a required field.
- Reordered field definitions according to field list.

6/19/96 - Deleted Group C, and placed fields under Group X, to prevent possible misunderstanding that the TQP and Lead Site fields would be a separate system (see note under the Group X description on the cover page.)
-  Added the "S" indicator on the Catalog Field List page (to identify the home page searchable fields) to those fields that were chosen for a thesaurus-type help.  The following fields were accidentally left off the "searchable fields" list: Course Delivery Setting, Target Audience, Course Resources, and Student Evaluation Method.  Since the 4/96 and 5/96 meeting participants agreed that these fields would require thesaurus type help to assist with searches, these fields should be included as searchable fields.

7/30/96 - Added Attachment A to give list of valid entries for fields that will use a pick list (see note 5 on cover chart).
-  Re-sequenced course description, course number, and course title fields for easier ASCII record formatting.
- Added note 4 to clarify the conditionally required fields.

3/3/97 - Changed data types in the following field definitions:  Course Description, Facility Contact (Sponsoring Org), Course Fee, Course Delivery, Subject Area, Training Drivers, City & State, Course Resources,                                        Facility Contact (e-mail), Resgistrar Contact (e-mail), & URL.
- Rewrote process description.